OE FORM 6000, 2/69

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

ERIC REPORT RESUME

ERIC ACC. NO.	CH ACC. NO.	P.A.	PUBL. DATE	ISSUE
ED 031611	AA 000 396	52	May 69	RIEJAN70

IS DOCUMENT COPYRIGHTED? YES ☐ NO ☒
ERIC REPRODUCTION RELEASE? YES ☐ NO ☒
LEVEL OF AVAILABILITY I ☒ II ☐ III ☐

AUTHOR
Benford, John Q.

TITLE
Philadelphia Student Library Resource Requirements Project. Phase I Pretests - May 1969, Data-Gathering Instruments and Pretest Materials. Progress Report Covering Phase I, Attachment A.

SOURCE CODE	INSTITUTION (SOURCE)
SYN72605	Philadelphia School District, Pa.
SP. AG. CODE	SPONSORING AGENCY
RMQ66004	Office of Education (DHEW), Washington, D.C. Bureau of Research.

EDRS PRICE	CONTRACT NO.	GRANT NO.
0.50;5.35		OEG-0-8-080519-4594
REPORT NO.		BUREAU NO.
		BR-8-0519

AVAILABILITY

JOURNAL CITATION

DESCRIPTIVE NOTE
105p.

DESCRIPTORS
*Libraries: *Educational Resources: *Student Needs: Surveys: *Questionnaires: Use Studies: Check Lists: *Library Research

IDENTIFIERS
Philadelphia

ABSTRACT
The data-gathering instruments and accompanying materials included in this document were designed, pretested, and evaluated during Phase I of a project to determine the library resource requirements for elementary and secondary students in Philadelphia, and to analyze the contributing part school systems and the public library system might play in providing needed library resources. The instruments provided are (1) student questionnaire, (2) teacher questionnaire, (3) school library questionnaire, (4) Free (public) library questionnaire, and (5) school library use checklist. Instructions and evaluation forms accompany each questionnaire. Procedures are provided for administration of the school library use checklist and of a public library use checklist. The latter checklist was a major instrument designed for this project, but it is not included in the document. The instruments were to be used for a comprehensive field study, involving approximately 60 schools in the project's second phase. The activities of Phase I are reported in document ED 031 610. (JH)

GPO 870-390

BR-8-0519
PA-52
OE/BR
OCT 15 1969

ED 037 011

ATTACHMENT A - PROGRESS REPORT COVERING PHASE I

Project No. 8-0519

Grant No. OE6-0-8-080519-4594 (095)

John Q. Benford

School District of Philadelphia

PHILADELPHIA STUDENT LIBRARY RESOURCE REQUIREMENTS PROJECT

PHASE I PRETESTS - MAY, 1969

Data-Gathering Instruments and Pretest Materials

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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AA 000 396

PHILADELPHIA STUDENT LIBRARY RESOURCE REQUIREMENTS PROJECT

PHASE I PRETESTS

Data-Gathering Instruments and Pretest Materials

	Location No.
Request for and Approval of Data-Gathering Instruments, Office of Education; Project Information; and Schedule of Schools and Libraries for Pretests	1
Student Questionnaire, Answer Sheet, Instructions, and Evaluation Forms	2
Teacher Questionnaire, Answer Sheet, Instructions, and Evaluation Forms	3
School Library Questionnaire, Answer Sheet, Instructions, and Evaluation Form	4
Free Library Questionnaire, Answer Sheet, Instructions, and Evaluation Form	5
School Library Use Checklist and Procedures	6
Public Library Use Checklist and Procedures	7

PHASE I PRETESTS

Information for Review of Data-Gathering Instruments by Office of Education

Memorandum of Clearance by Office of Education

Project Information

Schedule of Schools and Libraries for Pretests

Information for Review of Data - Gathering Instruments

by Office of Education

Contractor - Institution: School District of Philadelphia

Study unit: Student Library Project Center

Principal Investigator: John Q. Benford, Project Director

215-LO 3-7223

Project Title: Student Library Resource Requirements in Philadelphia

Date: March , 1969

1. Statement of study objectives: The purposes of the project are (1) to determine actual requirements for library and related resources on the part of elementary and secondary students in Philadelphia, and to evaluate existing library resources in terms of needs and standards and, (2) on the basis of these data, to outline the respective roles of the several school systems and the public library system in providing needed resources, including joint planning, facilities and technological innovations. Specifically, the goals of the study are:

   a. To determine the kinds and extent of library resources required by students in pre-elementary, elementary, and secondary schools in Philadelphia, now and in the future.

   b. To determine the availability and adequacy of library resources now provided for students in Philadelphia.

   c. To determine what is required (1) to effect greater use of existing library resources by students and (2) to make those resources more accessible.

   d. To determine what additional library resources are needed to meet student requirements.

   e. To define the roles of the school and public libraries in providing resources for students, including joint and centralized services.

2. Title and purposes of data-gathering instruments.

   a. Elementary school student questionnaire.
   b. Secondary school student questionnaire.

      Information obtained through these two questionnaires will be analyzed to determine the extent of student motivation and knowledge in the use of library resources, the nature of student demand for various kinds of library resources, the pattern of student use of resources and the basic reasons therefore, and the major obstacles to more effective utilization of resources by students.

   c. School library use checklist.

      Information from this checklist will be analyzed to measure actual demand for school library resources during a stated period of time (one or two weeks duration) and to assess the success or failure of students to obtain resources in the school libraries.

   d. School library questionnaire.

      Information obtained from school library personnel will be analyzed to determine the relevance of school library programs to student educational programs and student needs, and to compare library resources and services with student requirements and library standards. (The latter information will be compiled through other instruments.)

   e. Public library questionnaire.

      Information will be analyzed to determine the nature and extent of student demand for public library resources the kinds of resources and services provided for student use, the presence or absence of cooperative arrangements by public libraries and school libraries

for meeting student needs, and major problems related to student use of public library resources.

f. Public library patron use checklist.

Information will be analyzed to compare the size and nature of demand for public library resources by student and non-student groups.

3. Respondents (Pretest only)

a. Elementary student questionnaire.

(1) Will be administered to approximately 180 students.
(2) Grades 4 and 6 in public, Archdiocesan, and independent schools will be covered.
(3) Classes selected for pre-test will be representative of both average and low-achievement students.
(4) 30 to 40 minutes will be required to complete questionnaire.

b. Secondary student questionnaire.

(1) Will be administered to approximately 150 students.
(2) Grades 8, 10, and 12 in public schools, 10 and 12 in Archdiocesan schools, and 10 in independent school will be covered.
(3) Classes selected for pre-test will be representative of both average and low-achievement students.
(4) 30 to 40 minutes will be required to complete questionnaire.

c. School library questionnaire.

(1) Will be administered to library personnel in three elementary and three secondary school libraries.
(2) Approximately 45 minutes will be required to complete the questionnaire.

d. Public library questionnaire.

(1) Will be administered to head librarians in three public libraries.
(2) Approximately 35 to 45 minutes will be required to complete the questionnaire.

e. School library use checklist.

(1) Will be administered to all students using the libraries in one elementary and two secondary schools for a period of one day (peak-use days will be selected).
(2) Approximately two to three minutes will be required to complete the checklist-card.

f. Public library patron use checklist.

(1) Will be administered in a major public library (either the main library or a large branch library) to all patrons during a busy Saturday.

(2) Approximately two to three minutes will be required to complete the checklist-card.

4. Locale of the study - City of Philadelphia

5. Statistical analysis of data - none. The purpose of the pre-test is to determine how reliable the instruments are from the standpoint of providing the information requested, to check on the efficiency and effectiveness of the procedures involved in administering the instruments, and to correct any deficiencies in either. Data will be tabulated mechanically as a test of tabulation methods.

6. Estimated cost of designing data gathering instruments; printing; administration of pre-tests; follow-up and tabulation; and revisions of instruments - $10,000.

7. Confidentiality.

The names of respondents will appear on student and library questionnaires (not on library use checklists.) Names will be used only for the purpose of follow-up to obtain complete information and to select small groups for subsequent interviewing.

All information will be kept confidential during the study and will be available in summary form (without any identification of individual respondents) for reporting to the Study Committee and authorized school and library personnel. Names of respondents will not be preserved for any research or record-keeping activities.

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[illegible] EDUCATION

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
BUREAU OF RESEARCH

IDENTICAL MEMORANDUM

TO: SEE BELOW

DATE: April 7, 1969
(Contacted by 'phone)

FROM: Herbert S. Conrad, Chairman
Internal Clearance Committee

SUBJECT: Clearance of 7 data-gathering instruments submitted prior to use in the extramural research project entitled "STUDENT LIBRARY RESOURCE REQUIREMENTS IN PHILADELPHIA." School District of Philadelphis, Student Library Project Center. Project 8-0519.

PURPOSES: "(1) to determine actual requirements for library and related resources on the part of elementary and secondary students in Philadelphia, (2) to evaluate existing library resources in terms of needs and standards, and (3) on the basis of these data, to outline the respective roles of the several school systems and the public library system in providing needed resources, including joint planning, facilities, and technological innovations.

INSTRUMENTS & RESPONDENTS:

1. STUDENT QUESTIONNAIRE, ELEMENTARY. Est. respondent-time, 40 min.

   Respondents: Approx. 180 4th and 6th graders in public, Archdiocesan, and independent schools.

2. STUDENT QUESTIONNAIRE, SECONDARY. Est. respondent-time, 40 min.

   Respondents: Approx. 150 students (grades 8, 10, and 12 in public schools; grades 10 and 12 in Archdiocesan schools; and grade 10 in an independent school).

3. SCHOOL LIBRARIAN QUESTIONNAIRE. Est. respondent-time, 45 min.

   Respondents: 6 certificated librarians in 3 elementary and 3 secondary school libraries.

4. PUBLIC LIBRARIAN QUESTIONNAIRE. Est. respondent-time, 45 min.

   Respondents: 3 head librarians in 3 public libraries.

SEE NEXT PAGE

COPIES TO: Prin. Inv'gator, Dr. Conrad, Mr. Cylke, Dr. Burchinal, Mr. Hochstein, Mr. Cook, Reading File, HSCONRAD:meh

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(REV. 3-64)

5. SCHOOL LIBRARY USE CHECKLIST. Est. respondent-time, 5 min.

   Respondents: Approx. 1,000 elementary and secondary students "using the libraries in schools for a period of one day (peak-use days will be selected)."

6. PUBLIC LIBRARY USE CHECKLIST. Est. respondent-time, 5 min.

   Respondents: About 2000 patrons. The instrument "Will be administered in a major public library (either the main library or a large branch library) to all patrons during a busy Saturday."

7. TEACHER QUESTIONNAIRE. Est. respondent-time, 45 min.

   Respondents: 12 teachers.

All respondents reside in the City of Philadelphia.

Respondents' names will appear on the q'res only, not on the checklists.

CLEARANCE: The data-gathering instruments are hereby cleared for use in this study.

CONCURRENCE (4/7/69): HH Conrad _____

Philadelphia Student Library Resource Requirements Project

PROJECT INFORMATION

1. What is the "Student Library Project"?

   - The project has two purposes: One, to determine actual requirements for library and related resources on the part of elementary and secondary students in Philadelphia; and, two, on the basis of these data, to outline the respective roles of the several school systems and the public library in providing the needed resources, including joint and centralized facilities and new technological systems.

   - The first year of the project, now nearing completion, is devoted to project planning, research design, and construction and pre-testing of information instruments (questionnaires, etc.). Pretests of the instruments will be conducted in seven public, four Archdiocesan, and one independent schools and in four Free Library branches during the weeks of May 18th and May 25th.

   - The second year of the project, commencing June 15, 1969, will be devoted to compilation and analyses of data to be compiled through extensive field research, using the data instruments tested in May, 1969. The results of the analyses will be presented to the Inter-Agency Committee for consideration of joint planning and other actions for carrying out recommendations resulting from the study.

2. What is the scope of the project?

   - The study will include pre-elementary, elementary and secondary students in the public, Archdiocesan, independent and private schools in Philadelphia. It will include library resources of all kinds - reading materials, audio-visual materials and equipment, personnel, facilities and services of the school libraries and the Free Library.

3. Who is sponsoring the study?

   - The study is a cooperative undertaking by the Philadelphia public, Archdiocesan, private, and independent schools in the city, and by the Free Library. Representatives of the schools and the Free Library are members of the project's Inter-Agency Committee.

   - A grant by the U. S. Office of Education to the Philadelphia School District will finance the study for the first and second years.

4. How is the project organized?

   - A research center for the project has been set up in two offices (S-11 and S-12) of Park Towne Place, 2200 Benjamin Franklin Parkway. The center staff is under the direction of John Q. Benford, Senior Associate, Fels Institute of Local and State Government, University of Pennsylvania. Assisting him are Thomas E. Entenmann, Research Associate, Elizabeth A. Goldsmith, Research Assistant, and Anna Rogers, clerk-typist. The research staff has retained several specialist-consultants, including Dr. Lowell A. Martin, nationally-known authority in library service, and Dr. Martin Rosenzweig, Assistant Professor of Statistics of the Wharton School.

(cont'd)

5. How will the schools and Free Library be involved in the project?

In two ways:

(1) Information will be obtained from a sample of students, teachers, and librarians. The information will be compiled through the use of written questionnaires, interviews and observations in the classrooms and libraries.

(2) The Inter-Agency Committee, composed of 29 representatives of public, Archdiocesan, independent and private schools and Free Library, will provide coordination and inter-agency cooperation for the project. Administrators, teachers, librarians, parents, and students are represented on the Committee.

6. What potential benefits from the project are there for the schools and the libraries?

(1) The total needs of all elementary and secondary school students in Philadelphia for library resources, now and in the future, will be determined on the basis of an intensive inquiry which will consider not only what educational authorities and standards call for, but also what teachers assign and students seek.

(2) With reliable information on requirements in hand and with a careful evaluation of existing resources, the provision of additional resources can be undertaken on the basis of rational planning.

(3) Methods will be devised for making existing library resources more easily available and more effectively utilized. New technological and scientific approaches to library management will be explored.

(4) The project is sponsored jointly by the Philadelphia public, parochial, and private school systems and the Free Library, through the Inter-Agency Committee. This cooperative effort will serve the students of the community more fully and will use the library dollar more effectively. Joint planning of new resources and of methods for making existing resources more easily available to all students will minimize costly duplication and overlapping of facilities, personnel, and services.

(5) The information compiled for the project will be helpful to administrators, teachers, librarians, and others in a variety of ways over and beyond the central purposes of the project.

(6) The project, by reason of its comprehensiveness, methodology, and joint agency participation, will be a prototype for use by other major school and library systems in the United States.

Philadelphia Student Library Resource Requirements Project

P H A S E I P R E T E S T S

A. Schools and Libraries Included in Pretests of Student, Teacher, and Librarian Questionnaires

Schools and Area (1)	Student Questionnaire Grade	No. Students	Teacher Questionnaire	Librarian Questionnaire
PUBLIC				
Lea (Dist. 1)	6	29	Miss Heiman	Mrs. Grossman
G. Washington (Dist. 3)	4	21	Mrs. Robinson	Miss Davis
B. Franklin (Dist. 2)	10	32	Miss Hamilton	Miss Higgins
Roxborough (Dist. 6)	12	26	Mrs. Nehez	Miss Gehring
G. Washington (Dist. 8)	8	26	Miss Ortine	Mr. Dubester
TOTAL STUDENTS		134		
ARCHDIOCESAN				
St. Raymonds (Dist. 6)	4	58	Miss Curtin	Sr. Mary Rosaria
St. Bonaventure (Dist. 5)	6	31	Miss Mulholland	Sr. Maria Teresa
W. Phila. Catholic Girls' High (Dist. 1)	10	48	Sr. Thomas Bernadette	Sr. Catherine Mary
Cardinal Dougherty (Dist. 7)	12	38	Sr. Elizabeth De Salles	
			Mr. Rauscher	Father Schneider
TOTAL STUDENTS		175		
INDEPENDENT				
Springside School (Dist. 6)	10	20	Mrs. Michel	Mrs. Schlosser
TOTAL STUDENTS		329		

B. Branch Libraries Included in Pretests of Free Library Questionnaires

Branch Library	Librarian
Columbia Avenue (Dist. 2)	Mr. Shelkrot
Fox Chase (Dist. 8)	Mr. Cooley
South Philadelphia (Dist. 2)	Miss Dragonetti

C. Libraries Included in Pretests of Library Use Checklists (2)

School	Librarian	Number of Library Checklists Completed
Harding (Dist. 7)	Mrs. Goodman	403
Taggart (Dist. 3)	Mrs. Berman	209
W. Phila. Catholic Girls' High	Sr. Catherine Mary	249
Public Library		
West Oak Lane Branch	Miss Robinson	480
TOTAL CHECKLISTS		1,341

(1) Area is identified by public school district. The district number is shown in parentheses following the school name.

(2) The checklists were pretested in each of the three school libraries during one school day, and in the public library from 1 to 9 P.M., Monday, May 26th.

P H A S E I P R E T E S T S

Instructions to Teachers

Student Questionnaire

Digitek Answer Sheet

Evaluation Forms and Procedures

STUDENT LIBRARY PROJECT

INSTRUCTIONS FOR TEACHERS WHO WILL ADMINISTER STUDENT QUESTIONNAIRES

1. Check the materials which have been given to you against the delivery sheet (pink form) to make certain that you have all items listed. If any items are missing, please call the Research Center at LO 3-7223. Extra pencils have been included in case students need them during the period.

2. Because the proper coding of the pupil's name, grade, date of birth and sex is most critical for accurate scoring and reporting, arrangements should be made to prepare the answer sheets with the following information before administering the questionnaire.

   Use a No. 2 pencil which is provided.

   a. Print student's name in boxes provided (disregard middle initial).
   b. Grid name (blacken letter slot below each letter of name).
   c. Blacken Grade slot below number indicating grade.
   d. Blacken Birth Date (month, and the last 2 digits of the year of birth).
   e. Blacken sex - B-boy, G-girl.
   f. For high school students please indicate the type of course in which they are enrolled (commercial, vocational, academic, general).

   The answer sheets have been given to you in SERIAL ORDER. When registering the above information, be sure to register the students' names so that the SERIAL NUMBERING of the answer sheets follows the alphabetic arrangement of the names of the students in your class. That is to say, the lowest numbered answer sheet should be assigned to the student who is first when the names of the students are arranged alphabetically; the next lowest numbered sheet should be assigned to the student who is listed second in alphabetic order, etc. Prior to testing, the answer sheets may be rearranged in accord with the seating arrangement in your classroom.

3. Just prior to the time of administration arrange materials at the front of the room to allow for quick distribution of materials.

4. When your students are ready, begin:

> Today we are going to take part in a study of student library needs. You will be given a booklet which has questions about your use of libraries. Your answers to these questions may help us to get better library materials. Please answer all the questions. This is not a test. There are no right or wrong answers, and you will not be graded on your answers. Read each question carefully before answering it. When you receive your booklet, do not open it until I tell you to do so. Do not write in the booklet. All of your answers are to be made on the special answer sheet which I will give you.

5. Distribute questionnaires, answer sheets, and pencils. Make certain that each student has a questionnaire, an answer sheet and a pencil.

6. After the materials have been distributed, instruct the students to open their questionnaires to page 1.

> Now open your booklets to page one and together we will read the instructions for using your answer sheet.

Read the instructions on page 1 and page 2 aloud.

7. When you have finished reading the instructions on pages 1 and 2, ask if there are any questions:

> Are there any questions about how you are to use your answer sheets?

8. Instruct students to turn to page 3 of the questionnaire:

<u>For grades 4 through 8</u> read the following instructions:

> Now turn to page 3. There are 80 questions in your booklet. They are divided into 4 sections. Do not stop when you reach a new section. Answer each question beginning with question 1, except for questions 51, 52, 53, 54, 55, and 56. These have been crossed out on your answer sheet and on your questionnaire. When you reach these questions just skip over them and continue with the others. Now before we begin, are there any questions?
> NOW, BEGIN

<u>For grades 9 through 12</u> read the following instructions:

> Now turn to page 3. There are 80 questions in your booklet. They are divided into 4 sections. Answer each question, beginning with question 1. Do not stop when you come to a new section, but answer each question in order. Do not skip any questions. Now, before we begin, are there any questions?
> NOW, BEGIN.

9. Allow 35 minutes for your students to complete their answers. When the time is up, instruct them to stop, even though some may not be finished.

> Now close your booklets and pass them to the front of the room.
>
> Now pass your answer sheets to the front of the room.
>
> Now pass your pencils to the front of the room.

10. When you have collected all of the questionnaires and answer sheets, please check carefully to make certain that you have an answer sheet from each student.

11. Make arrangements to check your materials before packing them to be sent to your school office. Use (pink) check sheet. Check answer sheet for any stray marks which will affect scoring.

Thank you for your help.

INSTRUCTIONS FOR RECORDING ACHIEVEMENT TEST SCORES

The individual achievement score for each student participating in the pre-test is to be recorded on the student's answer sheet. In the lower part of the grided area of the sheet are three columns labeled "A.S.". This is the area reserved for the achievement test score of the student whose name appears in the boxes at the top of the grided section. The score to be recorded is the GRADE EQUIVALENT SCORE. For the recording of all scores use a soft lead pencil.

Enter the grade equivalent score in the boxes under "A.S.". A two-digit score should be entered in the 2nd and 3rd boxes. Enter a "0" in the 1st box for this type of score. A three-digit score will, of course, occupy the three boxes. Darken the corresponding numbered slots beneath the numbers you have entered.

QUESTIONNAIRE NO. 118

STUDENT LIBRARY RESOURCE REQUIREMENTS IN PHILADELPHIA

A cooperative project of the Philadelphia public, Archdiocesan, private, and independent schools and the Free Library of Philadelphia to determine the library resource needs of elementary and secondary school students.

STUDENT QUESTIONNAIRE

Student Library Project Research Center
S-12 Park Towne Place
2200 Benjamin Franklin Boulevard
Philadelphia, Pa. 19130

May, 1969

INSTRUCTIONS FOR USING ANSWER SHEET

All of the answers to the following questions are to be recorded on the separate answer sheet on which your name and other information have already been recorded. In order to answer the following questions you are to:

1. Read the question and select the answer you want to give. Remember the letter which is in front of the answer you want.
2. Find the row of boxes which is numbered the same as the question which you are answering.
3. Fill in with your pencil the box whose letter is the same as the letter in front of your answer.

Example:

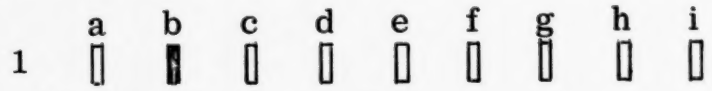
1 What is Philadelphia?

(a) a river

(b) a city

(c) a famous person

The answer, of course is (b) a city. You would put your answer on the answer sheet by finding the row of blocks numbered 1 and filling in the box under the letter b.



Some of the questions allow you to print your own answer. For these questions do the following:

1. Fill in the block on your answer sheet that has the same letter as your answer.
2. Turn your answer sheet over and print your answer on the line which is numbered the same as the question you are answering.

Example:

1 What is Philadelphia?

(a) a river

(b) a famous person

(c) Other (Print your answer on the back of the answer sheet)

Front of Answer Sheet

	a	b	c	d	e	f	g	h	i
1	☐	☐	■	☐	☐	☐	☐	☐	☐

Back of Answer Sheet

1 A CITY

PART I. YOUR SCHOOL LIBRARY

Think about your school library. All of these questions are about your school library. Remember to mark only one answer for each question.

1 How often have you gone to your school library by yourself since school opened in September?

(a) Once a week or more often

(b) Once every two or three weeks

(c) Once a month or less often

(d) Not at all

2 How often have you gone to your school library with your class since school opened in September?

(a) Once a week or more often

(b) Once every two or three weeks

(c) Once a month or less often

(d) Not at all

3 What is the single most important reason why you didn't go to your school library more often this year?

(a) Because I have used the school library as much as I wanted to

(b) The library is not open at a time when I can go

(c) My friends don't go to the library, so I don't go

(d) I don't like school and the library is like school

(e) There are too many rules that I don't like

(f) The library doesn't have the materials I want

(g) I had to work at my job in my free time

(h) The library is too crowded

(i) Other (Print your reason on the back of the answer sheet)

4 What is the next most important reason why you didn't go to your school library more often?

(a) Because I have used the school library as much as I wanted to

(b) The library is not open at a time when I can go

(c) My friends don't go to the library, so I don't go

(d) I don't like school and the library is like school

(e) There are too many rules that I don't like

(f) The library doesn't have the materials I want

(g) I had to work at my job in my free time

(h) The library is too crowded

(i) Other (Print your reason on the back of the answer sheet)

5 Is there any other important reason why you didn't go to your school library more often?

(a) No

(b) Yes (If you answered "yes", print the reason on the back of your answer sheet.)

6 What do you like best about your school library?

(a) The librarians are nice

(b) It has a lot of good books

(c) It has a lot of good filmstrips and records

(d) It is a good place to visit with my friends

(e) It is a good place to study or read

(f) I don't like anything about the school library

(g) Other (Print your answer on the back of the answer sheet)

7 What do you dislike the most about your school library?

(a) There are too many rules that I don't like

(b) The library doesn't have the materials I want

(c) The library is too crowded

(d) It reminds me of school

(e) Other (Print your reason on the back of the answer sheet)

8 How often do you go to the school library to see your friends?

(a) Often

(b) Sometimes

(c) Never

9 How often do you go to the school library to get materials to read for pleasure?

(a) Often

(b) Sometimes

(c) Never

10 How often do you go to the school library to get materials for your school work?

(a) Often

(b) Sometimes

(c) Never

11 How often do you go to the school library to study?

(a) Often

(b) Sometimes

(c) Never

12 How often this year were you able to get the materials you wanted from the school library?

(a) Almost always

(b) Sometimes

(c) Never

(d) I have never used the school library

13 How difficult was it this year to get books from your school library which you needed for your class work?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any books for my class work from the school library

(e) I didn't go to the school library this year

14 Besides the books you needed for your class work, how difficult was it to get books that you wanted to read just for pleasure?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any books to read just for pleasure

(e) I didn't go to the school library this year

15 How difficult was it this year to get magazines and newspapers from your school library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any magazines or newspapers from the school library

(e) I didn't go to the school library this year

16 How difficult was it this year to get recordings (tape, records, etc.) or films, filmstrips, and slides from the school library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any recordings, films, filmstrips, or slides

(e) I didn't go to the school library this year

17 How difficult was it this year to get programmed instructional materials from your school library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any programmed instructional materials from the school library

(e) I didn't go to the school library this year

18 What is the <u>most important reason</u> why you usually can't get the materials you want from the school library

(a) I usually can get the materials I want

(b) I have not been to the school library this year

(c) The materials I want are not kept in my library

(d) I can't get anyone to help me find the materials

(e) The materials I want are being used by someone else

(f) Other (Print your answer on the back of the answer sheet)

19 About how much time in all did you spend in your school library <u>last week</u>?

(a) None at all

(b) Less than 30 minutes

(c) Between 30 minutes and one hour

(d) Between one and two hours

(e) Between two and three hours

(f) Between three and four hours

(g) More than four hours

20 Is this how much time you usually spend in the school library?

(a) Yes

(b) No (If "no" print the usual amount of time on the back of your answer sheet)

(c) Not sure

21 When do you go to the school library most often?

(a) In the morning before school

(b) During lunch time at school

(c) During class time

(d) In the afternoon after school

(e) In the evening

(f) I never use the school library

22 How many times did you go to your school library last week?

(a) None

(b) One

(c) 2 times

(d) 3 times

(e) 4 or more times

PART II. PUBLIC LIBRARY SECTION

Now think about your public library. The next questions are about your public library. Don't forget to mark only one answer for each question.

23 How often have you gone to your public library by yourself since school opened in September?

(a) Once a week or more often

(b) Once every two or three weeks

(c) Once a month or less often

(d) Not at all

24 How often have you gone to your public library with your class since school opened in September?

(a) Once a week or more often

(b) Once every two or three weeks

(c) Once a month or less often

(d) Not at all

25 What was the single most important reason why you didn't go to your public library more often this year?

(a) Because I have used the public library as much as I wanted to

(b) The library is not open at a time when I can go

(c) My friends don't go to the library, so I don't go

(d) There are too many rules that I don't like

(e) The library doesn't have the materials I want

(f) I had to work at my job in my free time

(g) The library is too crowded

(h) Other (Print your reason on the back of the answer sheet)

26 What is the next most important reason why you didn't go to your public library more often?

(a) Because I have used the public library as much as I wanted to

(b) The library is not open at a time when I can go

(c) My friends don't go to the library, so I don't go

(d) There are too many rules that I don't like

(e) The library doesn't have the materials I want

(f) I had to work at my job in my free time

(g) The library is too crowded

(h) Other (Print your reason on the back of the answer sheet)

27 Is there any other important reason why you didn't go to your public library more often?

(a) No

(b) Yes (If you answered "yes", print the reason on the back of your answer sheet.)

28 What do you like best about your public library?

(a) The librarians are nice

(b) It has a lot of good books

(c) It has a lot of good filmstrips and records

(d) It is a good place to visit with my friends

(e) It is a good place to study or read

(f) I don't like anything about the public library

(g) Other (Print your answer on the back of the answer sheet)

29 What do you dislike the most about your public library?

(a) There are too many rules that I don't like

(b) The library doesn't have the materials I want

(c) The library is too crowded

(d) Other (Print your answer on the back of the answer sheet)

30 How often do you usually go to the public library to see your friends?

(a) Often

(b) Sometimes

(c) Never

31 How often do you go to the public library to get materials to read for pleasure?

(a) Often

(b) Sometimes

(c) Never

32 How often do you go to the public library to get material for your school work?

(a) Often

(b) Sometimes

(c) Never

33 How often do you go to the public library to study?

(a) Often

(b) Sometimes

(c) Never

34 How often were you able to get the materials you wanted from the public library this year?

(a) Almost always

(b) Sometimes

(c) Never

(d) I have never used the public library

35 How difficult was it this year to get books from your public library which you needed for your class work?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any books for my class work from the public library

(e) I didn't go to the public library this year

36 Besides the books you needed for your class work how difficult was it this year to get books from your public library to read just for pleasure?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any of these kinds of books from the public library

(e) I didn't go to the public library this year

37 How difficult was it this year to get magazines and newspapers from your public library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any magazines or newspapers from the public library

(e) I didn't go to the public library this year

38 How difficult was it this year to get recordings (tape, records, etc.), or films, filmstrips, and slides from the public library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any recordings, films, filmstrips, or slides

(e) I didn't go to the public library this year

39 How difficult was it this year to get programmed instructional materials from your public library?

(a) Very difficult

(b) Somewhat difficult

(c) Not at all difficult

(d) I didn't try to get any programmed instructional materials from the public library

(e) I didn't go to the public library this year

40 What is the most important reason why you usually can't get the materials you want from the public library?

(a) I usually can get the materials I want

(b) I have not been to the public library this year

(c) The materials I want are not kept by the public library

(d) I can't get anyone to help me find the material

(e) The materials I want are being used by someone else

(f) Other (Print your answer on the back of the answer sheet)

41 About how much time in all did you spend in your public library last week?

(a) None at all

(b) Less than 30 minutes

(c) Between 30 minutes and one hour

(d) Between one and two hours

(e) Between two and three hours

(f) Between three and four hours

(g) More than four hours

42 Is this how much time you usually spend in the public library?

(a) Yes

(b) No (If "no", print the usual amount of time on the back of your answer sheet)

(c) Not sure

43 When do you go to the public library most often?

(a) In the morning before school

(b) In the afternoon after school

(c) In the evening

(d) On weekends

(e) I never use the public library

44 How many times did you go to your public library last week?

(a) None

(b) One time

(c) 2 times

(d) 3 times

(e) 4 or more times

PART III. HOW YOU USE DIFFERENT LIBRARIES

45 Which library do you use most when you want to study?

(a) School library

(b) Public library

(c) College or university library

(d) None (I never study in any library)

(e) Other

46 Which library do you use most when you want to read for pleasure?

(a) School library

(b) Public library

(c) College or university library

(d) None

(e) Other

47 Which library do you use most when you want to use recordings or tapes, look at films, filmstrips, slides, or look at paintings.

(a) School library

(b) Public library

(c) College or university library

(d) None

(e) Other

48 About how often do you use any library <u>as a place to study</u>?

(a) Once or twice a week or more often

(b) Once every couple of weeks

(c) Once a month

(d) Once or twice a year

(e) Never

49 About how often do you use any library <u>as a place to read for pleasure</u>?

(a) Once or twice a week or more often

(b) Once every couple of weeks

(c) Once a month

(d) Once or twice a year

(e) Never

50 About how often do you use any library <u>as a place for listening to records or tapes, looking at films, filmstrips, or looking at paintings</u>?

(a) Once or twice a week or more often

(b) Once every couple of weeks

(c) Once a month

(d) Once or twice a year

(e) Never

57 I learned to use the library from:

(a) My teachers

(b) The librarian at my school

(c) Both my teachers and the librarian at my school

(d) I never learned to use the library from my teachers or the librarian at my school

PART IV. GENERAL INFORMATION

58 I enjoy reading books in my spare time

(a) Yes

(b) No

(c) Not sure

59 I usually enjoy reading the things my teachers tell me to read

(a) Yes

(b) No

(c) Not sure

60 I know the name of the librarian in my school

(a) Yes

(b) No

61 It is hard to find what you want in the library

(a) Yes

(b) No

(c) Not sure - I haven't been to a library

62 I have a public library card

(a) Yes

(b) No

63 I have used the card or book catalog in the library

(a) Yes

(b) No

64 I often use the library to do my school work

(a) Yes

(b) No

65 I hate libraries

(a) Yes

(b) No

66 I wish I could go to the library more often

(a) Yes

(b) No

67 The librarian is there to help you find what you want

(a) Yes

(b) No

(c) Not sure

68 I wish there were more librarians in my school

(a) Yes

(b) No

(c) Not sure

69 Our school library doesn't have enough books

(a) Yes

(b) No

(c) Not sure

70 I only go to the library when someone makes me go

(a) Yes

(b) No

71 Libraries should have more filmstrips and records and not so many books

(a) Yes

(b) No

(c) Not sure

72 Libraries are nice places to go just for a visit

(a) Yes

(b) No

(c) Not sure

73 My teachers often tell us to get something from the library

(a) Yes

(b) No

74 I learn more from watching a film than by reading

(a) Yes

(b) No

(c) Not sure

75 I would rather watch TV than read a book

(a) Yes

(b) No

(c) Not sure

76 Most of the books in my library are too difficult for me

(a) Yes

(b) No

(c) Not sure

77 I like to listen to records or the radio better than reading

(a) Yes

(b) No

(c) Not sure

78 Reading is the most useful thing you learn in school

(a) Yes

(b) No

(c) Not sure

79 The school library helps me with my school work

(a) Yes

(b) No

(c) Not sure

80 I would use the library more if I could read better

(a) Yes

(b) No

(c) Not sure

PHILADELPHIA STUDENT LIBRARY PROJECT
S-12, PARK TOWNE PLACE, PHILA., PA.

RIGHT WRONG

LETTER SLOT BELOW WHICH MATCHES EACH LETTER OF YOUR NAME

YOUR LAST NAME	YOUR FIRST NAME	MI

SCHOOL CODE | D. BIRTH DATE Mo. YEAR | A.S.

PRINT YOUR ANSWER ON THE LINE NEXT TO THE NUMBER OF THE QUESTION WHICH YOU ARE ANSWERING

1 _____
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3 _____
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Philadelphia Student Library Project

Name_____ School_____

Date_____

QUESTIONNAIRE EVALUATION FORM

1. Did you find any of the questions on the questionnaire confusing?

   Yes _____

   No _____

   If yes, please list the number of the question and indicate the source of confusion.

Question Number	Source of confusion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Did you have great difficulty in answering any of the questions because of insufficient information at your disposal?

   Yes _____

   No _____

   If yes, list the numbers of these questions.

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

3. Did any of the questions asked of you suggest other related questions which were not included in the questionnaire?

Yes _____

No _____

If your answer is yes, identify the number of the questions which suggested new questions and write the new questions below:

Question Number	Questions suggested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Have you had any major problems with library usage or administration which were not covered in this questionnaire?

Yes _____

No _____

If yes, what? _____

_____

_____

5. Did you easily understand the use of the digitek answer sheet?

Yes _____

No _____

If no, what did you find difficult in the use of the answer sheet?

_____

_____

_____

6. How much time did you take to answer all of the questions?

_____
(Minutes)

Phila. Student Library Project

EVALUATION QUESTIONNAIRE

Student Name_____ Grade_____

School Name_____

Instructions: Answer each of the questions below by DRAWING A CIRCLE around the letter of your answer.

1. What is the single most important reason why you didn't go to your school library more often this year?

   (a) Because I have used the school library as much as I wanted to

   (b) The library is not open at a time when I can go

   (c) My friends don't go to the library, so I don't go

   (d) I don't like school and the library is like school

   (e) There are too many rules that I don't like

   (f) The library doesn't have the materials I want

   (g) I had to work at my job in my free time

   (h) The library is too crowded

   (i) Other (Print your reason on the back of this sheet)

2. What do you like best about your school library?

   (a) The librarians are nice

   (b) It has a lot of good books

   (c) It has a lot of good filmstrips and records

   (d) It is a good place to visit with my friends

   (e) It is a good place to study or read

   (f) I don't like anything about the school library

   (g) Other (Print your answer on the back of this sheet)

3. What do you like best about your public library?

   (a) The librarians are nice

   (b) It has a lot of good books

   (c) It has a lot of good filmstrips and records

   (d) It is a good place to visit with my friends

   (e) It is a good place to study or read

   (f) I don't like anything about the public library

   (g) Other (Print your answer on the back of this sheet)

4. Which library do you use the most when you want to study?

   (a) School library

   (b) Public library

   (c) College or university library

   (d) None (I never study in any library)

   (e) Other

5. I learned to use the library from:

   (a) My teachers

   (b) The librarian at my school

   (c) Both my teachers and the librarian at my school

   (d) I never learned to use the library from my teachers or the librarian at my school

6. What do each of the following words or phrases mean?

   (a) library materials _____

   (b) recordings _____

   (c) filmstrips _____

   (d) public library _____

7. What is the name of your school librarian? _____

PHASE I PRETESTS

Instructions for Teachers

Teacher Questionnaire

Digitek Answer Sheet

Questionnaire Evaluation Form

STUDENT LIBRARY PROJECT

INSTRUCTIONS FOR COMPLETION OF QUESTIONNAIRE BY TEACHERS

1. Please complete this questionnaire as soon as possible after you receive it.
2. A special answer sheet has been provided for the recording of your answers. Use a soft lead pencil and fill in the slots completely on your answer sheet.
3. Before answering the questions, fill in the following information on the answer sheet:
   (1) Print your name in the boxes provided in the upper right section of the answer sheet.
   (2) Darken in the letter slots corresponding to the letters in your name.
4. You have also been given a Questionnaire Evaluation Form in a separate envelope. DO NOT REFER TO THIS FORM until you have completed your questionnaire. After completing the questionnaire, please answer the questions in the Evaluation Form.
5. Place your questionnaire, answer sheet, and evaluation form in the envelope which has been provided and return to your school office before May 23rd.
6. Thank you for your cooperation.

QUESTIONNAIRE NO. _____

STUDENT LIBRARY RESOURCE REQUIREMENTS IN PHILADELPHIA

A cooperative project of the Philadelphia public, Archdiocesan, private, and independent schools and the Free Library of Philadelphia to determine the library resource needs of elementary and secondary school students.

TEACHER QUESTIONNAIRE

Student Library Project Research Center
S-12 Park Towne Place
2200 Benjamin Franklin Boulevard
Philadelphia, Pa. 19130

May, 1969

Each of the questions is to be answered on the enclosed digitek answer sheet. To record an answer:

1. Decide which of the lettered answers on the questionnaire is your choice.

2. On the answer sheet find the row numbered the same as the number on your questionnaire.

3. On that row fill in the space between the lines whose letter corresponds to the letter of your chosen answer. Use a lead pencil. Be sure to make a dark mark and fill in the space completely.

Do not be concerned if the number of answer choices on the questionnaire does not correspond to the number of answer choices on the digitek answer sheet. Where your answer choice for a question includes the direction "Specify", as in question 47, record your answer on the answer sheet as you would with any other answer choice, but also write your answer in the space provided on the back of the digitek answer sheet.

EXAMPLE

Where would you find the following:

	(a) World Atlas	(b) Encyclopedia	(c) Other (Specify)
1 A short biography of Ben Jonson	(a)	(b)	(c)
2 Definition of the word "ambivalent"	(a)	(b)	(c)

Front of Digitek Form

	a	b	c	d	e	f	g	h	i
1	▯	▮	▯	▯	▯	▯	▯	▯	▯
	a	b	c	d	e	f	g	h	i
2	▯	▯	▮	▯	▯	▯	▯	▯	▯

Back of Digitek Form

1 _____

2 _____

1 How important are library resources (books, audio-visual materials, periodicals, etc.) to the courses which you teach?

(a) Very important

(b) Moderately important

(c) Not important

To what extent do you make student assignments requiring the use of the following types of library materials?

		(a) Very often	(b) Sometimes	(c) Seldom	(d) Never
2	Books	(a)	(b)	(c)	(d)
3	Magazines	(a)	(b)	(c)	(d)
4	Newspapers	(a)	(b)	(c)	(d)
5	Recordings (tapes, records)	(a)	(b)	(c)	(d)
6	Films, filmstrips, slides	(a)	(b)	(c)	(d)
7	Programmed instructional materials	(a)	(b)	(c)	(d)
8	Art objects	(a)	(b)	(c)	(d)

To what extent do you make use of the following library materials in the classroom?

		(a) Very often	(b) Sometimes	(c) Seldom	(d) Never
9	Books	(a)	(b)	(c)	(d)
10	Magazines	(a)	(b)	(c)	(d)
11	Newspapers	(a)	(b)	(c)	(d)
12	Recordings (tapes, records)	(a)	(b)	(c)	(d)
13	Films, filmstrips, slides	(a)	(b)	(c)	(d)
14	Programmed instructional materials	(a)	(b)	(c)	(d)
15	Art objects	(a)	(b)	(c)	(d)

How often should you suggest the use of the following library materials to students in your classes:

		(a) As often as I can	(b) Sometimes	(c) Seldom	(d) Never
18	Books	(a)	(b)	(c)	(d)
19	Magazines	(a)	(b)	(c)	(d)
20	Newspapers	(a)	(b)	(c)	(d)
21	Recordings (tapes, records)	(a)	(b)	(c)	(d)
22	Films, filmstrips, slides	(a)	(b)	(c)	(d)
23	Programmed instructional materials	(a)	(b)	(c)	(d)
24	Art objects	(a)	(b)	(c)	(d)

How adequate is your school library's collection of the following items in terms of your needs and those of your students? (Read the definitions of "Good", "Adequate", and "Inadequate" below (*) before answering.)

		(a) Good*	(b) Fair*	(c) Poor*	(d) I don't know
25	Books	(a)	(b)	(c)	(d)
26	Magazines	(a)	(b)	(c)	(d)
27	Newspapers	(a)	(b)	(c)	(d)
28	Recordings (tapes, records)	(a)	(b)	(c)	(d)
29	Films, filmstrips, slides	(a)	(b)	(c)	(d)
30	Programmed instructional materials	(a)	(b)	(c)	(d)
31	Art objects	(a)	(b)	(c)	(d)

(*) Good — The library materials which I would like my students to use can usually be found in their school library.
Fair — The school library has some of the materials which I would like my students to use, but the selection is limited.
Poor — The school library usually does not have the materials which I would like my students to use.

How adequate is the collection of the local public library in terms of your needs and those of your students? (Read the definitions of "Good", "Adequate", and "Inadequate" below (*) before answering.)

		(a) Good*	(b) Fair*	(c) Poor*	(d) I don't know
31	Books	(a)	(b)	(c)	(d)
32	Magazines	(a)	(b)	(c)	(d)
33	Newspapers	(a)	(b)	(c)	(d)
34	Recordings (tapes, records)	(a)	(b)	(c)	(d)
35	Films, filmstrips, slides	(a)	(b)	(c)	(d)
36	Art objects	(a)	(b)	(c)	(d)

(*) Good: The library materials which I would like my students to use can usually be found in their local public library.
Fair: The local public library has some of the materials which I would like my students to use, but the selection is limited.
Poor: The local public library usually does not have the materials which I would like my students to use.

How important to you are the following factors in deciding what library materials you assign your students?

		(a) Very Important	(b) Moderately Important	(c) Not at all Important
37	Other teachers' recommendations	(a)	(b)	(c)
38	Principal's recommendations	(a)	(b)	(c)
39	Students' recommendations	(a)	(b)	(c)
40	Curriculum Supervisors' recommendations	(a)	(b)	(c)
41	Library Supervisor's recommendations	(a)	(b)	(c)
42	School Librarian's recommendations	(a)	(b)	(c)
43	Free Library Librarians' recommendations	(a)	(b)	(c)
44	Curriculum or syllabus guides	(a)	(b)	(c)
45	Published book lists	(a)	(b)	(c)
46	Students' textbook recommendations	(a)	(b)	(c)

47 Are there any other factors which are very important to you in deciding what library materials you assign your students?

(a) Yes (Specify)

(b) No

48 How often do you make use of inter-related library materials either in the classroom or in assignments to students? (e.g. a printed copy of a play and its corresponding recording)

(a) Very often

(b) Sometimes

(c) Seldom

(d) Never

49 Approximately what percent of materials which you assign students is available in your school library?

(a) 0-25%

(b) 26-50%

(c) 51-75%

(d) 76-100%

(e) I don't know; I never checked

50 Approximately what percent of materials which you assign student is available in the local public library?

(a) 0-25%

(b) 26-50%

(c) 51-75%

(d) 76-100%

(e) I don't know; I never checked

51 How often during the current school year have you taken your class to the school library?

(a) Never

(b) Once

(c) Twice

(d) Monthly

(e) Weekly

(f) Other (Specify)

52 How many times during the current school year have you taken your class to the Free Library?

(a) Never

(b) Once

(c) Twice

(d) More than twice (Specify)

Approximately how much time is available during the school day for your students to use the school library: individually; in small groups; in a class unit?

	(a) No time	(b) 0-30 minutes	(c) 31-60 minutes	(d) More than 60 min.
53 Individually	(a)	(b)	(c)	(d)
54 in small groups	(a)	(b)	(c)	(d)
55 In a class unit	(a)	(b)	(c)	(d)

56 How often do you make mass assignments of the same library materials at the same time?

(a) Often

(b) Sometimes

(c) Seldom

(d) Never (If "d", skip to 59)

57 How often do you and the school librarian work together in preparation for these mass assignments?

(a) Always

(b) Often

(c) Sometimes

(d) Never

58 How often do you and the local public librarian work together in preparation for these mass assignments?

(a) Always

(b) Often

(c) Sometimes

(d) Never

59 Has the school librarian asked you for suggestions on what acquisitions should be made for the library?

(a) Yes

(b) No

60 To what extent have you made acquisition suggestions to the school librarian?

(a) Often

(b) Sometimes

(c) Seldom

(d) Never

61 To what extent have you made acquisition suggestions to the local public librarian?

(a) Often

(b) Sometimes

(c) Seldom

(d) Never

62 During the current school year how frequently did your class receive instruction in the use of libraries?

(a) Weekly

(b) Monthly

(c) Yearly

(d) Only when I request it

(e) Never (If "e", skip question 63)

(f) Other

63 Who provided this instruction for students in the use of libraries?

(a) The school librarian

(b) I did

(c) The school librarian and I

(d) Someone else

Did you receive information on available school library resources this year in any of the following ways?

		(a) Yes	(b) No
64	The librarian sent me special list(s) of the new acquisitions	(a)	(b)
65	The librarian sent me list(s) of suggested readings	(a)	(b)
66	Notices of acquisitions were placed on a bulletin board	(a)	(b)
67	Suggested reading lists were placed on a bulletin board	(a)	(b)
68	New materials were routed through me for examination and or evaluation	(a)	(b)

69 Are there any other ways by which you received information on existing school library resources?

(a) Yes

(b) No

Did you receive information on existing Free Library resources this year in any of the following?

		(a) Yes	(b) No
70	The Free Library issued list(s) of suggested readings	(a)	(b)
71	The Free Library issued special list(s) of new acquisitions	(a)	(b)
72	Suggested reading lists from the Free Library were placed on a bulletin board in the school	(a)	(b)

73 Are there any other ways by which you received information on available Free Library resources?

(a) Yes

(b) No

74 Have you ever had formal instruction in the use of libraries?

(a) Yes

(b) No (If "no", skip question 75)

75 Where was this instruction in the use of libraries given?

(a) In college

(b) In graduate school

(c) In the school in which you are now teaching

(d) Elsewhere

76 Do you usually suggest the library where your students may obtain the materials which you have assigned?

(a) Yes

(b) No

(c) I don't make assignments which require the use of libraries (If "b" or "c", skip to question 80)

What percent of the materials which you assign do you suggest students get from the following sources?

		(a) 0-25%	(b) 26-50%	(c) 51-75%	(d) 76-100%
77	The school library	(a)	(b)	(c)	(d)
78	The Free Library	(a)	(b)	(c)	(d)
79	A college or university library	(a)	(b)	(c)	(d)

80 If you are teaching other than elementary courses, what are you teaching at the present time?

(a) English

(b) Foreign language

(c) Math

(d) Social studies

(e) Science

(f) Vocational education

(g) Music

(h) Arts

(i) Other

PHILADELPHIA STUDENT LIBRARY PROJECT
S-12, PARK TOWNE PLACE, PHILA., PA.

RIGHT WRONG

LETTER SLOT BELOW WHICH MATCHES EACH LETTER OF YOUR NAME

YOUR LAST NAME	YOUR FIRST NAME	MI

SCHOOL CODE	GRADE	BIRTH DATE MO.	YEAR	SEX	A.S.

PRINT YOUR ANSWER ON THE LINE NEXT TO THE NUMBER OF THE QUESTION WHICH YOU ARE ANSWERING

1. _____
2. _____
3. _____
4. _____
5. _____
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50. _____
51. _____
52. _____
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54. _____
55. _____
56. _____
57. _____
58. _____
59. _____
60. _____

Philadelphia Student Library Project

Name _____ School _____

Date _____

QUESTIONNAIRE EVALUATION FORM

1. Did you find any of the questions on the questionnaire confusing?

   Yes _____

   No _____

   If yes, please list the number of the question and indicate the source of confusion.

Question Number	Source of confusion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Did you have great difficulty in answering any of the questions because of insufficient information at your disposal?

   Yes _____

   No _____

   If yes, list the numbers of these questions.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Did any of the questions asked of you suggest other related questions which were not included in the questionnaire?

Yes _____

No _____

If your answer is yes, identify the number of the questions which suggested new questions and write the new questions below:

Question Number	Questions suggested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Have you had any major problems with library usage or administration which were not covered in this questionnaire?

Yes _____

No _____

If yes, what? _____

_____

_____

5. Did you easily understand the use of the digitek answer sheet?

Yes _____

No _____

If no, what did you find difficult in the use of the answer sheet?

_____

_____

_____

6. How much time did you take to answer all of the questions?

_____
(Minutes)

P H A S E I P R E T E S T S

Instructions for School Library Personnel

School Library Questionnaire

Digitek Answer Sheet

Questionnaire Evaluation Form

STUDENT LIBRARY PROJECT

INSTRUCTIONS FOR COMPLETION OF QUESTIONNAIRE BY SCHOOL LIBRARY PERSONNEL

1. Please complete this questionnaire as soon as possible after you receive it so that it may be returned to the school office before Friday, May 23rd.
2. Please enter your name and school on the cover, in the upper right hand corner directly below "Questionnaire No.".
3. The questionnaire is divided into two sections. Please enter your answers to the questions in Section 1 directly on the questionnaire. A special answer sheet has been provided for Section 2 which begins on page 6. Use a soft lead pencil and completely fill in the slots on the answer sheet.
4. Before answering the questions in Section 2, fill in the following information on the answer sheet:
   (1) Print your name in the boxes provided in the upper right hand section of the answer sheet.
   (2) Darken in the letter slots corresponding to the letters in your name.
5. You have also been given a Questionnaire Evaluation Form in a separate envelope. DO NOT REFER TO THIS FORM until you have completed your questionnaire. After completing the questionnaire, please answer the questions on the Evaluation Form.
6. Where the Questionnaire Evaluation Form asks you to record a question number, please indicate whether the question is located in Section 1 or Section 2 by placing the number of the section in parentheses to the right of the question number 3 (2).
7. When you have completed the evaluation form please place your questionnaire, answer sheet, and evaluation form in the envelope which has been provided, and return it to your school office.
8. Thank you for your cooperation.

QUESTIONNAIRE NO. _____

NAME_____

STUDENT LIBRARY RESOURCE REQUIREMENTS IN PHILADELPHIA

A cooperative project of the Philadelphia public, Archdiocesan, private, and independent schools and the Free Library of Philadelphia to determine the library resource needs of elementary and secondary school students.

SCHOOL LIBRARY QUESTIONNAIRE

Student Library Project Research Center
S-12 Park Towne Place
2200 Benjamin Franklin Boulevard
Philadelphia, Pa. 19130

May, 1969

Section 1

Note: Questions 1 through 8 are to be answered in the spaces provided on the questionnaire.

1 During what hours is your library open for use by elementary and secondary school students?

	School Year (September to June) (Enter the opening and closing hours below)	Summer Vacation (June to August)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Total number of hours open per week:

School Year _____ Summer Vacation _____

2 How many of the following types of part-time or full-time personnel work in your library?

	Part-time	Full-time
Certified librarians		
Non-certified librarians		
Audio-visual specialists		
Library assistants		
Volunteers:		
Students		
Adults		
Teachers		
Matrons		
Non-teaching assistants, etc.		
Other		

3 In your school how frequently and what type of instruction in the use of the library is given for each grade listed below? Who provides this instruction? (Insert an "O" in the first column for each grade not represented in your school.)

Grade	Frequency (Use key for answer)	(Place an "X" in the appropriate spaces below) Type		Source of Instruction	
		Individual	Group	Teacher	Librarian
pre-elementary	____	____	____	____	____
1	____	____	____	____	____
2	____	____	____	____	____
3	____	____	____	____	____
4	____	____	____	____	____
5	____	____	____	____	____
6	____	____	____	____	____
7	____	____	____	____	____
8	____	____	____	____	____
9	____	____	____	____	____
10	____	____	____	____	____
11	____	____	____	____	____
12	____	____	____	____	____

Key for Frequency

a. weekly or more often
b. bi-weekly
c. monthly
d. yearly
e. when teacher requests it
f. when librarian requests it
g. when student requests it
h. not at all

4 How frequently are the following special activities provided for students? How well attended are these activities? (If an activity is not offered by your library, insert an "O" in the Frequency column.)

	Frequency (Use key for answer)	Attendance (Use key for answer)
Story telling	____	____
Book talks	____	____
Vacation reading activities	____	____
Guest speakers	____	____
Book discussion groups	____	____
Library clubs	____	____
Library tours or trips	____	____
Other (Specify)	____	____
_____	____	____
_____	____	____
_____	____	____

Key for Frequency	Key for Attendance
a. weekly or more often b. bi-weekly c. monthly d. once a year	a. well attended b. moderately well attended c. poorly attended

5 At what grade level are children permitted to begin to borrow books?

Grade _____

6 On the average, how much time usually elapses between the time you order materials for your library and receipt of these materials? (If your library does not order any one of the listed categories, insert an "X" in the blank provided for the answer to that category.)

	Time Lapse (enter number of weeks)
Books	_____
Films	_____
Filmstrips and slides	_____
Recordings - tape and disc	_____

7 What do you feel is the least acceptable time lapse between the ordering and the receipt of these materials? (Insert an "X" where a category is inapplicable.)

	Number of Weeks
Books	_____
Films	_____
Filmstrips and slides	_____
Recordings - tape and disc	_____

8 If the time lapse between the ordering of the above mentioned materials and receipt of these materials is greater than the least acceptable time lapse, what do you think are the reasons for this situation?

_____

_____

_____

9 On the average, how much time usually elapses between the time materials ordered for the library are received and the time they are actually made available for student use? (If your library does not order any one of the listed categories, insert an "X" in the blank provided for the answer to that category.)

	Time Lapse (enter number of weeks)
Books	_____
Films	_____
Filmstrips and slides	_____
Recordings - tape and disc	_____

Section 2

The following questions are to be answered on the enclosed digitek answer sheet. To record an answer:

1. Decide which of the lettered answers on the questionnaire is your choice.

2. On the answer sheet find the row numbered the same as the number on your questionnaire.

3. On that row fill in the space between the lines whose letter corresponds to the letter of your chosen answer. Use a lead pencil. Be sure to make a dark mark and fill in the space completely.

Questions will be expressed in the following way:

Using the Dewey Decimal System, in which of the following groups of numbers would you find the following items:

	(a) 000-99	(b) 300-399	(c) 600-699
1 Encyclopedias	(a)	(b)	(c)
2 Social Science Books	(a)	(b)	(c)

	a	b	c	d	e	f	g	h	i
1	■	□	□	□	□	□	□	□	□
2	□	■	□	□	□	□	□	□	□

Do not be concerned if the number of answer choices on the questionnaire does not correspond to the number of answer choices on the digitek answer sheet. Where your answer choice for a question includes the direction "Specify", as in question 34, record your letter answer on the answer sheet as you would with any other answer choice, but also write your answer in the space provided on the back of the digitek answer sheet.

EXAMPLE

1 Using the Dewey Decimal System, in which of the following groups of numbers would you find Social Science Books?

(a) 600-99
(b) 600-699
(c) Other (Specify)

Front of Digitek Form

	a	b	c	d	e	f	g	h	i
1	□	□	■	□	□	□	□	□	□

Back of Digitek Form

1 300-399

RECORD YOUR ANSWER TO EACH OF THE FOLLOWING QUESTIONS ON THE DIGITEK ANSWER SHEET.

How often each week do you find that you are unable to provide students with desired materials because of the following reasons?

		(a) Often	(b) Sometime.	(c) Never
1	The library does not have the materials in its collection.	(a)	(b)	(c)
2	Mass assignments of which I have not been notified.	(a)	(b)	(c)
3	Materials are being used by others.	(a)	(b)	(c)
4	Materials are missing and not accounted for.	(a)	(b)	(c)

5 Are provisions made by the school for students to purchase reading materials?

(a) Yes

(b) No (If you've answered "No", skip to 11.)

Do you use any of the following to enable students to purchase reading materials?

		(a) Yes	(b) No
6	Book Fairs	(a)	(b)
7	Paperbacks on sale	(a)	(b)
8	Used book sales	(a)	(b)
9	Reading materials sold at discount or reduced rates	(a)	(b)
10	Reading material sold through the library at regular prices	(a)	(b)

Do you provide descriptive materials or guides on the following?

		(a) Yes	(b) No
11	Information on the location of libraries in the Philadelphia area	(a)	(b)
12	Information on your library's collection	(a)	(b)
13	Information on collections in other libraries	(a)	(b)
14	Information on the library services which your library provides	(a)	(b)
15	Information on the library services which other libraries provide	(a)	(b)

PLEASE ATTACH SAMPLE OF EACH OF THE ABOVE, IF AVAILABLE.

IF YOU'VE ANSWERED "NO" TO ALL QUESTIONS 11 THROUGH 15, SKIP TO QUESTION 21.

Do you use the following methods to distribute to students the above mentioned materials?

		(a) Yes	(b) No
16	Materials are left in the library at all times	(a)	(b)
17	Materials are distributed through the teachers	(a)	(b)
18	Materials are distributed to students during library instruction sessions	(a)	(b)
19	Bulletin board displays are in the library	(a)	(b)
20	Bulletin board displays are in a part of the school other than the library	(a)	(b)

When considering new acquisitions for your library, to what extent do you consult with the following people?

		(a) Often	(b) Sometimes	(c) Never
21	Teachers	(a)	(b)	(c)
22	Curriculum Supervisors	(a)	(b)	(c)
23	School Principal	(a)	(b)	(c)
24	Students	(a)	(b)	(c)
25	Library Supervisors	(a)	(b)	(c)

To what extent have the following factors been important in determining the content of your library's collection?

		(a) Very Important	(b) Moderately Important	(c) Not at all Important
26	Teachers' recommendations	(a)	(b)	(c)
27	Principal's recommendations	(a)	(b)	(c)
28	Students' recommendations	(a)	(b)	(c)
29	Curriculum Supervisors' recommendations	(a)	(b)	(c)
30	Library Supervisors' recommendations	(a)	(b)	(c)
31	Curriculum Guides	(a)	(b)	(c)
32	Published book lists and the like	(a)	(b)	(c)
33	Students' textbook recommended reading lists	(a)	(b)	(c)

34 Is there any other important factor in the determination of your library's collection?

(a) Yes (Specify)

(b) No (If "No", skip to question 36.)

35 How important is the previously mentioned factor?

(a) Very important

(b) Moderately important

36 Did you provide orientation for teachers in the use of library resources this year?

(a) Yes

(b) No (If "No", skip to question 38.)

37 How many teachers received this instruction?

(a) All

(b) Some

(c) Few

38 Do you have any system of getting information to teachers about existing library resources?

(a) Yes

(b) No (If "No", skip to 44.)

Do you use any of the following methods in order to provide information to teachers about existing library resources?

		(a) Yes	(b) No
39	Issue special lists of acquisitions to teachers	(a)	(b)
40	Issue suggested reading lists to teachers	(a)	(b)
41	Place notices of acquisitions on bulletin board	(a)	(b)
42	Place notices of suggested readings on bulletin board	(a)	(b)
43	Route new materials to teachers for examination and or evaluation	(a)	(b)

44 How many of the teachers in your school used materials from the school library in their classrooms this year?

(a) Most

(b) Some

(c) A few

(d) None

(e) Don't know

15 How many of the teachers in your school visited the library at least once this year?

(a) Most

(b) Some

(c) A few

(d) None

(e) Don't know

16 In terms of the kind and degree of use of your library by teachers and students, how important to the educational program do you think the library is?

(a) Very important

(b) Moderately important

(c) Not very important

(d) Don't know

17 Do you in any way inter-relate school library activities with those of the Free Library?

(a) No (If "No", skip to 55)

(b) Yes

Do you do any of the following in the inter-relating of your library's activities with those of the Free Library in your area?

		(a) Yes	(b) No
18	Borrowing of books from the Free Library	(a)	(b)
19	Meetings with staff of Free Library	(a)	(b)
50	Borrowing of exhibits	(a)	(b)
51	Planned tours of Free Library	(a)	(b)
52	Notification to Free Library of mass student assignments	(a)	(b)
53	Using Free Library personnel for guest speakers	(a)	(b)

54 Are there any other ways in which you inter-relate your activities with those of the Free Library?

(a) Yes (Specify)

(b) No

How long are back issues of the following kept in your library?

		(a) Only current issues	(b) 1 yr.	(c) 2 yrs.	(d) 3 yrs.	(e) 4 yrs.	(f) 5 yrs. or more
55	Newspapers	(a)	(b)	(c)	(d)	(e)	(f)
56	Magazines	(a)	(b)	(c)	(d)	(e)	(f)

In what form are back issues of newspapers and magazines usually stored?

		(a) Microfilm	(b) Original Form	(c) Other (Specify)
57	Magazines	(a)	(b)	(c)
58	Newspapers	(a)	(b)	(c)

59 Do you keep a file of community resources (e.g. Museums, places of historical importance, etc.)?

(a) Yes

(b) No

60 Do you keep a file of community members whose contributions may supplement your library's resources?

(a) Yes

(b) No

61 What is the length of a regular library loan for students?

(a) Less than a week

(b) One week

(c) Two weeks

(d) Three weeks

(e) Four weeks or longer

62 How many times may a book be renewed by students?

(a) Books may not be renewed (If (a) chosen, skip to 64)

(b) Once

(c) Twice

(d) Three times

(e) Four or more times

63 For what period of time is each renewal?

(a) One week

(b) Two weeks

(c) Three weeks

(d) Four weeks or longer

64 Does your library have in its collection both audio-visual materials and printed materials?

(a) No

(b) Yes

65 Which one of the items below best describes the organization of your library materials?

(a) Printed materials and audio-visual materials are located in the same center; one person is head of both collections.

(b) Printed materials and audio-visual materials are located in the same center; different people head these collections.

(c) Printed materials are in one center; audio-visual materials are decentralized in small collections throughout the school. The same person heads all these collections.

(d) Printed materials are in one center, audio-visual materials are decentralized in small collections throughout the school. The head of the audio-visual materials and printed materials are different people.

(e) Audio-visual and printed materials are centralized but in different centers. The same person is head of both collections.

(f) Audio-visual and printed materials are centralized but in different centers. The head of each center is a different person.

66 Is the person in charge of your library a certified librarian?

(a) Yes

(b) No

PHILADELPHIA STUDENT LIBRARY PROJECT
S-12, PARK TOWNE PLACE, PHILA., PA.

RIGHT WRONG

LETTER SLOT BELOW WHICH MATCHES EACH LETTER OF YOUR NAME.

YOUR LAST NAME | YOUR FIRST NAME | MI

SCHOOL CODE | GRADE | BIRTH DATE MO. YEAR | SEX | A.S.

UTILITY FORM 5393

OPTICAL SCANNING CORPORATION

PRINT YOUR ANSWER ON THE LINE NEXT TO THE NUMBER OF THE QUESTION WHICH YOU ARE ANSWERING

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OPTICAL SCANNING FORMS by OPTICAL SCANNING CORPORATION

Philadelphia Student Library Project

Name_____ School_____

Date_____

QUESTIONNAIRE EVALUATION FORM

1. Did you find any of the questions on the questionnaire confusing?

   Yes _____

   No _____

   If yes, please list the number of the question and indicate the source of confusion.

Question Number	Source of confusion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Did you have great difficulty in answering any of the questions because of insufficient information at your disposal?

   Yes _____

   No _____

   If yes, list the numbers of these questions.

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

3. Did any of the questions asked of you suggest other related questions which were not included in the questionnaire?

Yes _____

No _____

If your answer is yes, identify the number of the questions which suggested new questions and write the new questions below:

Question Number	Questions suggested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Have you had any major problems with library usage or administration which were not covered in this questionnaire?

Yes _____

No _____

If yes, what? _____

_____

_____

5. Did you easily understand the use of the digitek answer sheet?

Yes _____

No _____

If no, what did you find difficult in the use of the answer sheet?

_____

_____

_____

6. How much time did you take to answer all of the questions?

_____
(Minutes)

P H A S E I P R E T E S T S

Instructions for Free Library Personnel

Free Library Questionnaire

Digitek Answer Sheet

Questionnaire Evaluation Form

Location 5

STUDENT LIBRARY PROJECT

INSTRUCTIONS FOR COMPLETION OF QUESTIONNAIRE BY FREE LIBRARY PERSONNEL

1. Please complete this questionnaire as soon as possible after you receive it.
2. Please enter your name on the cover, in the upper right hand corner directly below "Questionnaire No._____".
3. The questionnaire is divided into two sections. Please enter your answers to the questions in Section 1 directly on the questionnaire. A special answer sheet has been provided for Section 2, which begins on page 6. Use a soft lead pencil and completely fill in the slots on the answer sheet.
4. Before answering the questions in Section 2, fill in the following information on on the answer sheet:
   (1) Print your name in the boxes provided in the upper right hand section of the answer sheet.
   (2) Darken in the letter slots corresponding to the letters in your name.
5. You have also been given a Questionnaire Evaluation Form in a separate envelope. DO NOT REFER TO THIS FORM until you have completed your questionnaire. After completing the questionnaire, please answer the questions in the Evaluation Form.
6. Where the Questionnaire Evaluation Form asks you to record a question number, please indicate whether the question is located in Section 1 or Section 2 by placing the number of the Section in Parentheses to the right of the question number: 3 (2).
7. When you have completed the Evaluation Form, please place your questionnaire, answer sheet, and Evaluation Form in the envelope which has been provided, and mail it to the Research Center.
8. Thank you for your cooperation.

QUESTIONNAIRE NO. _____

NAME _____

STUDENT LIBRARY RESOURCE REQUIREMENTS IN PHILADELPHIA

A cooperative project of the Philadelphia public, Archdiocesan, private, and independent schools and the Free Library of Philadelphia to determine the library resource needs of elementary and secondary school students.

FREE LIBRARY QUESTIONNAIRE

Student Library Project Research Center
S-12 Park Towne Place
2200 Benjamin Franklin Boulevard
Philadelphia, Pa. 19130

May, 1969

Section 1

Note: Questions 1 through 7 are to be answered in the spaces provided on the questionnaire.

1. During what hours is your library open for use by elementary and secondary school students?

	School Year (September to June)	Summer Vacation (June to August)
	(Enter the opening and closing hours below)	
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

Total number of hours open per week:

School Year _____

Summer Vacation _____

2. Please provide the following information by filling in the blanks with the appropriate numerical answer

Current population of the area served by your library: _____%

Estimate the percent of the above population who used your library any time this year _____%

Estimate what percent of these library users are elementary and secondary students: _____%

Number of book additions and replacements for this year: _____%

Percent of acquisitions this year which were for children: _____%

What percent of these children acquisitions were duplicates? _____%

Percent of acquisitions this year which were for young adults: _____%

What percent of these young adult acquisitions were duplicates? _____%

How frequently are the following special activities provided for elementary and secondary school students? How well attended are these activities? (If an activity is not offered by your library, insert an "O" in the Frequency column.)

	Frequency (Use key for answer)	Attendance (Use key for answer)
Story telling	_____	_____
Book talks	_____	_____
Vacation reading activities	_____	_____
Guest speakers	_____	_____
Book discussion groups	_____	_____
Library clubs	_____	_____
Library tours or trips	_____	_____
Other (Specify)	_____	_____
_____	_____	_____
_____	_____	_____

Key for Frequency	Key for Attendance
a. weekly or more often b. bi-weekly c. monthly d. once a year	a. well attended b. moderately well attended c. poorly attended

4 How many of the following types of part-time or full-time personnel work in your library?

	Part-time	Full-time
Head Librarians (library school graduates)	_____	_____
Assistants (college graduates)	_____	_____
Clerical staff	_____	_____
Volunteers:		
Students	_____	_____
Adults	_____	_____

5 On the average how much time usually elapses between the time you order materials for your library and receipt of these materials? (If your library does not order any one of the listed categories insert an "X" in the blank provided for the answer to that category.)

	Time Lapse (enter number of weeks)
Books	_____
Films, filmstrips, slides	_____
Recordings - tape and disc	_____

6 What do you feel is the least acceptable time lapse between the ordering and the receipt of these materials? (Insert an "X" where a category is inapplicable.)

	Number of Weeks
Books	_____
Films, filmstrips, slides	_____
Recordings - tape and disc	_____

7 If the time lapse between the ordering of the previously mentioned materials and receipt of these materials is greater than the least acceptable time lapse, what do you think are the reasons for this situation?

_____

_____

_____

Section 2

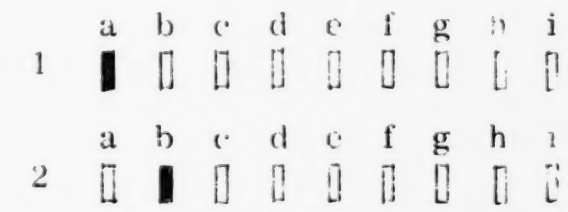
The following questions are to be answered on the enclosed digitek answer sheet. To record an answer

1. Decide which of the lettered answers on the questionnaire is your choice.
2. On the answer sheet find the row numbered the same as the number on your questionnaire.
3. On that row fill in the space between the lines whose letter corresponds to the letter of your chosen answer. Use a lead pencil. Be sure to make a dark mark and fill in the space completely.

Questions will be expressed in the following way:

Using the Dewey Decimal System, in which of the following groups of numbers would you find the following items:

	(a) 000-99	(b) 300-399	(c) 600-699
1 Encyclopedias	(a)	(b)	(c)
2 Social Science Books	(a)	(b)	(c)



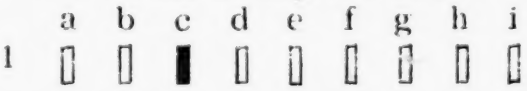
Do not be concerned if the number of answer choices on the questionnaire does not correspond to the number of answer choices on the digitek answer sheet. Where your answer choice for a question includes the direction "Specify", as in question 35, record your letter answer on the answer sheet as you would with any other answer choice, but also write your answer in the space provided on the back of the digitek answer sheet.

EXAMPLE

1 Using the Dewey Decimal System, in which of the following groups of numbers would you find Social Science Books?

(a) 000-999
(b) 600-699
(c) Other (Specify)

Front of Digitek Form



Back of Digitek Form

1 300-399

RECORD YOUR ANSWER TO EACH OF THE FOLLOWING QUESTIONS ON THE DIGITEK ANSWER SHEET.

1. What percent of adult nonfiction materials is usually available for use without the necessity of an inter-library loan?

   (a) 0-35

   (b) 36-50%

   (c) 51-65%

   (d) 66-80%

   (e) 81-95%

   (f) 96-100%

2. What percent of juvenile materials is usually available for use without the necessity of an inter-library loan?

   (a) 0-30%

   (b) 31-50%

   (c) 51-80%

   (d) 81-100%

3. What is the usual waiting time for reserved materials of a regularly used nature?

   (a) From one day to two weeks

   (b) Two weeks to four weeks

   (c) Four weeks to six weeks

   (d) More than six weeks

How often each week do you find that you are unable to provide elementary and secondary students with desired materials because of the following reasons?

		(a) Often	(b) Sometimes	(c) Never
4	The library does not have the materials in its collection	(a)	(b)	(c)
5	Mass assignments of which I have not been notified	(a)	(b)	(c)
6	Materials are being used by others	(a)	(b)	(c)
7	Materials are missing and not accounted for	(a)	(b)	(c)

8 Which of the following describes student public library use during school holidays?

(a) Heavier than usual

(b) About the same as usual

(c) Lighter than usual

9 Are provisions made by your library for students to purchase reading materials?

(a) Yes

(b) No (If you've answered "No", skip to 15)

Do you use any of the following to enable students to purchase reading materials?

		(a) Yes	(b) No
10	Book Fairs	(a)	(b)
11	Paperbacks on sale	(a)	(b)
12	Used book sales	(a)	(b)
13	Reading materials sold at discount or reduced rates	(a)	(b)
14	Reading material sold through the library at regular prices	(a)	(b)

Do you provide descriptive materials or guides on the following?

		(a) Yes	(b) No
15	Information on the location of libraries in the Philadelphia area	(a)	(b)
16	Information on your library's collection	(a)	(b)
17	Information on collections in other libraries	(a)	(b)
18	Information on the library services provided by your library	(a)	(b)
19	Information on the library services provided by other librari	(a)	(b)

PLEASE ATTACH A SAMPLE OF EACH OF THE ABOVE F AVAILABLE.

IF YOU HAVE ANSWERED "NO" TO QUESTIONS 15 THROUGH 19, SKIP TO QUESTION 24

Do you use the following methods to distribute to students the above mentioned materials?

		(a) Yes	(b) No
20	Materials are left in the library at all times	(a)	(b)
21	Materials are distributed through teachers	(a)	(b)
22	Materials are distributed to students during class visits to the library	(a)	(b)
23	Bulletin board displays are in the library	(a)	(b)

When considering what new acquisitions for elementary and secondary student use should be made for your library, to what extent do you consult with the following people in the area served by your library?

		(a) Often	(b) Sometimes	(c) Never
24	Teachers	(a)	(b)	(c)
25	Curriculum Supervisors	(a)	(b)	(c)
26	School Librarians	(a)	(b)	(c)
27	Students	(a)	(b)	(c)

To what extent have the following factors been important in determining the content of your library's student collection.

		(a) Very Important	(b) Moderately important	(c) Not at all Important
28	Teachers' recommendations	(a)	(b)	(c)
29	Students' recommendations	(a)	(b)	(c)
30	School Curriculum Supervisors' recommendations	(a)	(b)	(c)
31	School Library Supervisors' recommendations	(a)	(b)	(c)
32	School Librarians' recommendations	(a)	(b)	(c)
33	Published book lists and the like	(a)	(b)	(c)
34	Student textbook recommended reading lists	(a)	(b)	(c)

35 Is there any other important factor in the determination of your library's student collection?

(a) No (If "No" skip to question 37)

(b) Yes (Specify what)

36 How important is this factor?

(a) Very important

(b) Moderately important

Does your Library do any of the following in order to provide information about existing library resources to the teachers and school librarians within the area it serves?

		(a) Yes	(b) No
37	Issue lists of acquisitions	(a)	(b)
38	Create suggested reading lists	(a)	(b)
39	Place notices of acquisitions on the Free Library bulletin board	(a)	(b)
40	Place notices of suggested reading on the Free Library bulletin board	(a)	(b)
41	Contact the schools through a school-library coordinator	(a)	(b)

42 Do you in any way inter-relate activities with the school libraries in the area served by your library?

(a) Yes

(b) No (If "No", skip to 48)

Do you do any of the following in the inter-relating of your library's activities with those of the school libraries in your area?

		(a) Yes	(b) No
43	Meet with the staff of school libraries	(a)	(b)
44	Lend exhibits to the school libraries	(a)	(b)
45	Use school library staff members as guest speakers at the Free Library	(a)	(b)
46	Free Library staff serve as guest speakers at schools	(a)	(b)
47	Inter-Library loans with school libraries	(a)	(b)

48 Do you have a staff member who is a coordinator between the Free Library and the schools in the area serviced by your library?

(a) Yes

(b) No

50. Do you provide instructions for students in the use of libraries?

(a) No (If "No" skip to 53)

(b) Yes

51. Are the following types of instruction in the use of libraries provided for elementary and secondary students?

		(a) Yes	(b) No
50	Informal providing of information when student requests it	(a)	(b)
51	Instruction in library use included in class tours of the Free Library	(a)	(b)
52	Formalized periods for instruction in library use open to the public	(a)	(b)

How long are back issues of the following kept in your library?

		(a) Only current issues	(b) 1 yr.	(c) 2 yrs.	(d) 3 yrs.	(e) 4 yrs.	(f) 5 yrs. or more
53	Newspapers	(a)	(b)	(c)	(d)	(e)	(f)
54	Magazines	(a)	(b)	(c)	(d)	(e)	(f)

55. What form are back issues of newspapers & magazines usually stored?

		(a) Microfilm	(b) Original Form	(c) Other (Specify)
55	Magazines	(a)	(b)	(c)
56	Newspapers	(a)	(b)	(c)

57. What is the length of a regular library loan for students?

(a) Less than a week

(b) One week

(c) Two weeks

(d) Three weeks

(e) Four weeks or longer

58 How many time - may a book be renewed?

(a) Books may not be renewed (if (a) chosen, skip to 60)

(b) Once

(c) Twice

(d) Three times

(e) Four or more times

59 For what period of time is each renewal?

(a) One week

(b) Two weeks

(c) Three weeks

(d) Four or more weeks

60 Does your library have in its collection both audio-visual materials and printed materials?

(a) No (if "No" end questionnaire)

(b) Yes

61 To what extent are your audio-visual materials available for student use?

(a) All are available for student use

(b) Some are available for student use

(c) None are available for student use

PHILADELPHIA STUDENT LIBRARY PROJECT
S-12, PARK TOWNE PLACE, PHILA., PA.

RIGHT WRONG

LETTER SLOT BELOW WHICH MATCHES EACH LETTER OF YOUR NAME.

YOUR LAST NAME | YOUR FIRST NAME | MI

SCHOOL CODE | GRADE | BIRTH DATE MO. YEAR | SEX | A.S.

FORM 5003

OPTICAL SCANNING CORPORATION

PRINT YOUR ANSWER ON THE LINE NEXT TO THE NUMBER OF THE QUESTION WHICH YOU ARE ANSWERING

1		31	
2		32	
3		33	
4		34	
5		35	
6		36	
7		37	
8		38	
9		39	
10		40	
11		41	
12		42	
13		43	
14		44	
15		45	
16		46	
17		47	
18		48	
19		49	
20		50	
21		51	
22		52	
23		53	
24		54	
25		55	
26		56	
27		57	
28		58	
29		59	
30		60	

Philadelphia Student Library Project

Name_____ School_____

Date_____

QUESTIONNAIRE EVALUATION FORM

1. Did you find any of the questions on the questionnaire confusing?

   Yes _____

   No _____

   If yes, please list the number of the question and indicate the source of confusion.

Question Number	Source of confusion
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Did you have great difficulty in answering any of the questions because of insufficient information at your disposal?

   Yes _____

   No _____

   If yes, list the numbers of these questions.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Did any of the questions asked of you suggest other related questions which were not included in the questionnaire?

Yes _____

No _____

If your answer is yes, identify the number of the questions which suggested new questions and write the new questions below:

Question Number	Questions suggested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Have you had any major problems with library usage or administration which were not covered in this questionnaire?

Yes _____

No _____

If yes, what? _____

_____

_____

5. Did you easily understand the use of the digitek answer sheet?

Yes _____

No _____

If no, what did you find difficult in the use of the answer sheet?

_____

_____

_____

6. How much time did you take to answer all of the questions?

_____
(Minutes)

P H A S E I P R E T E S T S

Procedures for School Library Checklist Administration

School Library Use Checklist

Procedures for Checklist Administration - School Libraries

1. Schools, librarians, date, and time

(1) Harding Jr. High, Torresdale and Wakeling, District 7
Librarian - Mrs. Goodman
Date - Wednesday, May 21st
Time - 8 A. M. - 4 P. M.
Number of checklists - 400
Supervisor - Mrs. Goldsmith
Research Assistants - Mrs. Taylor
- Mr. Bamford

(2) Taggart Elementary, 4th and Porter, District 3
Librarian - Mrs. Berman
Date - Tuesday, May 20th
Time - 8:45 A. M - 4 P. M.
Number of Checklists - 200
Supervisor - Mr. Entenmann
Research Assistants - Mrs. Brunswick
- Mrs. Taylor

(3) West Catholic Girls' High, 45th and Chestnut, District 1
Librarian - Sister Catherine Mary
Date - Friday, May 23rd
Time - 8 A M. - 4:30 P. M.
Number of checklists - 400
Supervisor - Mr. Benford
Research Assistants - Mrs. Brunswick
- Mr. Bamford

2. Preparation of arrangements (prior to commencement of the library period)

(1) Instructions to graduate students - Monday, May 19, 1969.
(2) Assembly and preparation of materials and equipment.
- Assemble and package checklists, pencils, and a retrieval box for collecting completed checklists. Monday, 5/19.
- Visit school libraries and check plans and arrangements with head librarian - Wednesday, 5/14.
(3) Graduate students assemble at Research Center Office one hour prior to arrival time at schools (time to be checked with school librarians on May 14th). Students and the supervisor will drive to the school. Upon arrival at the school, they will proceed to (place to be determined by school librarian on the 14th).
(4) Supervisor will instruct graduate students to take their places inside the entrance to the library (or at another place to be determined on the 14th). Checklists should be stacked on a table, with smallest number on top. Pencils should be kept in box alongside the checklists. The retrieval box should be placed on the table or on the floor near the table.
(5) One of the graduate students should mark on a group of the checklists under "TIME IN" - the letter "A".

3. Administration of checklist

(1) One of the graduate students will code the time on a copy of the checklist and hand it, along with a pencil, to the student as he or she enters the library. He should say, as he hands over the checklist:

Please take a few moments to read the instructions and answer the questions on this checklist before you leave the library.

If the student appears to be less than 11 or 12 years of age, ask him or her what grade he is in. If the grade is 1-2-3-or 4, enter that information and the time. Tell the student not to write on the form, but to turn it in when he leaves.

(2) The other graduate student will stop each student as he or she leaves the library. He should say:

May I have your checklist? Please wait a moment until I examine it.

He should then check quickly to make certain that each question has been answered. If one or more questions have not been answered, he should ask the student for the information and enter the answer in the appropriate slot. Then he should say to the student:

Thank you.

If a checklist has not been answered, ask the student to take a few moments to answer the questions. If he refuses, thank him and retrieve the checklist.

Before depositing the checklist in the retrieval box, he should enter the time when the student returned the checklist.

(3) The graduate students should answer all questions asked by students about the checklist. If they do not know the answer, they should refer the student to the supervisor. They should not engage in conversation with students or teachers or library personnel.
(4) Arrangements for lunch will be made by the supervisor.
(5) When all students have left the library and it closes, materials should be assembled and re-packed. The supervisor is responsible for getting the students back to Park Towne Place or some other place mutually satisfactory to them.

4. Duties of the supervisor

(1) Delivery to the school, and return to the office, of graduate students and materials.
(2) Making arrangements with the school librarian for the pretest.
(3) Supervision of the students during the pretest.
(4) Answering questions of teachers, librarians, and other school personnel during the pretest.
(5) Assisting the students when necessary. This includes replacing a student when he or she uses the rest rooms or lunch facility.

Philadelphia Student Library Study - School LIBRARY CHECKLIST

This form is part of a survey to find out how students use libraries. This is not a test. There are no right or wrong answers.

DO NOT ANSWER ANY QUESTIONS UNTIL YOU ARE READY TO LEAVE THE LIBRARY.

After you've answered all of the questions return this form to the desk on your way out.

Please fill in with PENCIL the block located under your answer to the following questions.

1 Did you come to the library today for any of the following reasons? (Please answer y s or no to each of the following)

	YES	NO
a To do work assigned by my teacher		
b To do study or research		
c To read for pleasure		
d To take out books		
e To return books		
f To use films, filmstrips, or slides		
g To use reading machines		
h To attend a library program (such as story hour, film showing, etc.)		

2 Did you come to the library for any other reason? If you answer Yes, please write the reason on the line below.

	YES	NO

_____

	YES	NO
3 Did you need any help from the librarian?		
4 Did you try to get help from the librarian?		
5 Were you able to get help from the librarian?		
6 Did you find ALL of the materials or information you wanted?		
7 Did you find SOME of the materials of information you wanted?		
8 Did you use the card catalog?		
9 Do you like to read books?		

10 What grade are you in?
PS K 1 2 3 4 5 6 7 8 9 10 11 12

11 If you are in high school, what is your major course? (If you are not in high school fill in the block under the word "None").

Academic	Commercial	Vocational	General	None

DO NOT WRITE BELOW THIS LINE

Time In

Time Out

School Code

UTILITY FORM 5395

OPTICAL SCANNING FORMS, OPTICAL SCANNING CORPORATION, MARION, IN. 1970

PHASE I PRETESTS

Procedures for West Oak Lane Library Checklist Administration

Public Library Use Checklist

STUDENT LIBRARY PROJECT

Procedures for Library Patron Use Checklist Administration - West Oak Lane Branch Library May 26, 1969

1. Personnel, materials, schedule

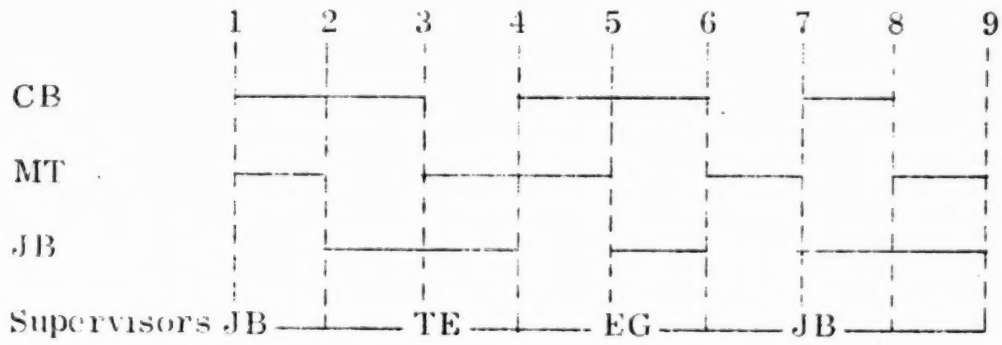
   (1) Supervisors: Benford, Entenmann, Goldsmith
   Research Assistants. Brunswick, Bamford, Taylor

   (2) Materials

   1,000 checklists — 2 tables, chairs
   1,000 pencils — 1 hand counter
   Cartons for storage of same
   Watches for recording of time-in and time-out
   Poster

   (3) Schedule

   (a) Leave Park Towne Place 12 noon; arrive West Oak Lane Branch 12.45
   (b) Assignments
   (Total of 6 hours each)



2. Preparations for pretest

   (1) Box checklist, pencils; take poster
   (2) Assemble at Park Towne Place at 12 noon
   (3) Arrive at West Oak Lane Branch at 12:45 (15 minutes prior to opening of library) Set up materials on tables.
   (4) Mark a group of checklists "A". Set counter to "0". Set up poster.

3. Administration of checklists (Individual assignments outlined in Attachment "A")

   (1) Hand a checklist and a pencil to each person entering the library. Say: "Please take a few moments before you leave today to read the instructions and answer the questions on this form." If anyone refuses to take a form or appears reluctant, do not press the issue. The counter should record each person entering, whether or not he or she accepts the checklist.
   (2) The time should be entered on the checklist before it is handed to the patron.
   (3) Children under 12, unaccompanied by an adult or older child should be given a checklist, with the admonition: "Do not write on this form, but please hand it in on your way out of the library." If the child is accompanied by an older person, each should be given a checklist, with the comment, "Please fill in the form for yourself and the child and turn in on your way out".

(4) Blind, or otherwise incapacitated persons should not be given a checklist.
(5) Answer all questions of patrons about the survey. Problems should be referred to the supervisor on duty. Do not engage in conversation with patrons.
(6) Retrieve all checklists from patrons leaving the library. If a patron does not have a checklist, say "Would you please take a few moments to answer the questions on this form?" If a patron is reluctant, or refuses to return a checklist, merely say "Thank you."
(7) As each checklist is retrieved, enter the time "out". Place the checklist face down in the retrieval box. As each box is filled, it should be closed and an empty box should replace it.
(8) Accept any pencil offered, but do not ask for the pencil.
(9) NOTE: Some patrons will not be familiar with the digitek form and may have difficulty using it. Be prepared to assist anyone who requests, or appears to be in need of help. If necessary, read the questions to him and fill in the slots for him.